

The City of Maricopa
Is accepting applications for the position of:

Director of Development Services

Annual Salary Range: \$93,364 - \$128,703
Plus excellent benefit package

**First Review will be of Applications Accepted prior to 5:00 p.m.
on Thursday, February 12, 2015**



The Community

The City of Maricopa, a community with a “Proud History and a Prosperous Future,” is strategically connected to Metro Phoenix and the Central Arizona region and is located just 20 minutes from Phoenix and 35 minutes from Sky Harbor Airport.

Maricopa became Arizona’s 88th City when it was incorporated in October of 2003. Since then, hyper-growth transformed the City from less than 5,000 residents into a bustling population of over 43,000.

Historically an agricultural community, Maricopa’s business base has translated those ties into the AgriTech, renewable energy and research and development fields.

Maricopa’s housing affordability, quality of life and family-oriented atmosphere continues to attract newcomers who enjoy full-service public safety departments, a City library, recently constructed public schools and local charter schools, a City park and local retail and entertainment.

Mission: The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.

The Organization

The City of Maricopa has a Council/Manager form of government. Six (6) Council Members are elected for staggered four (4) year terms and the Mayor is elected for a two (2) year term. The City Council appoints the City Manager.

The City Manager’s administration consists of an Assistant to the City Manager, Police Chief, Fire Chief, Economic Development Director, Development Services Director, Community Services Director, City Clerk, Finance & Administrative Services Director, Human Resources, Director Intergovernmental Affairs Director and Chief Information Officer.

The City has more than two hundred and fifty (250) employees in ten (10) departments.

The Ideal Candidate

The ideal candidate will:

- Be a skilled leader and manager with a proven track record of motivating and developing staff for measureable results.
- Be politically astute with the demonstrated ability to effectively communicate with staff, contractors, elected officials, and the public.

The Ideal Candidate

- Possess the communication skills necessary to motivate developmental actions within the City,
- Inspire change, stimulating both management and staff to embrace new policies and procedures as they implemented,
- Possess extensive knowledge of the principles and practices of City planning, including:
 - Municipal plan review process, long-range city planning principles and practices, and land use relationships.
 - Codes and ordinances governing the property development process.
 - Modern principles and practices of building design and construction site development.
 - Principles, concepts and practices of municipal management, including budget development and administration.
- Possess the ability to encourage a positive work environment and positive working relationships with management teams; and
- prepare and analyze complex reports.
- Effectively supervise staff;
- Establish and maintain effective working relationships with employees and company officials;
- Communicate effectively orally and in writing.

Minimum Qualifications:

Eight (8) to ten (10) years of experience in management of a multi-functional regulatory or planning agency servicing the development and construction community, including five (5) to seven (7) years at a supervisory level, and a bachelor’s degree in urban planning or closely related field required.

This position requires the use of personal or City vehicles on City business. The individual must be physically capable of operating the vehicles safely, possess a valid Arizona driver’s license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

Preferred Qualifications:

- Master’s Degree in Public Administration, area of assignment, Business Administration or related field.
- Eight (8) plus years of professional-level planning experience in a management role.
- American Institute of Certified Planners certification (A.I.C.P.), in combination with registration with appropriate professional organizations.

The Director of Development Services Position

- The Director exercises leadership and management oversight of the Development Services Department including responsibilities for work performed by staff in each of the following areas:
 - Planning and Zoning;
 - Building Safety;
 - Transportation;
 - Facility Maintenance;
 - Code Enforcement;
 - Inspections;
- In addition, the Development Services Director will exercise strategic leadership, provide direction and control over possible Development strategic outsource vendors/partners.

The Development Services Director:

- Oversees the positions described above and recommends Development Department structure based on identified needs.
 - Translates administrative and planning objectives into specific programs and projects;
 - Builds and maintains strong professional working relationships with the business and development communities;
 - Actively promote collaboration on multiple levels between Development Services, Economic Development, and the Public Works Department;
 - Develops, plans, implements and manages department goals and objectives consistent with approved development plans; recommends and reviews department issues relating to capital improvement plan, reviews the General Plan;
 - Confers with and advises Directors and division heads on issues relating to various code interpretations, plans review, permit issuance, inspections, and administrative matters such as fee collections;
 - Develops and implements new systems to improve and simplify the development approval process;
 - Responds to City Council requests regarding major development projects and the application of City codes;
 - Works to resolve problems and conflicts that surface during the development approval process among applicants, department staff, and other City departments;
 - Furnishes leadership and direction in the development of short and long range Development plans; collects, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and where necessary agencies.
- Manages and oversees assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, encourages and evaluates assigned staff; reviews progress and directs changes as needed.
 - Issues written and oral instructions to staff; assigns duties and inspects work for exactness, neatness, and conformance to policies and procedures.
 - Performs or help subordinates in performing duties; adjusts errors and complaints.
 - Creates, changes, implements, and manages written Planning and Zoning review and inspection policies and procedures to establish and maintain excellent standards of performance.
 - Demonstrates familiarity with purpose and function of automation and information technology systems in managing the planning, development, implementation and records management systems for department operations;
 - Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards;
 - Prepares schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of all development operations within the City.
 - Provides Development advice to City Council, City Management, City Staff, and outside agencies which requires excellent verbal and written communication skills to interact effectively with each of these stakeholders which includes presentations to any of these groups, and where necessary, focus groups and the general public.
 - Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
 - Essential Duties (continued):
 - Works more than forty (40) hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required;
 - Other duties as assigned.

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and Provide evidence of entitlement to work in the United States. We verify through E-verify.

Please note: City applications are “Public Record.”

See job description for full position details.

Benefits

Vacation: Full time positions accrue 88 hours of vacation leave per year for the first 3 years of service; accruals increase with years of service.

Sick Leave: Full time positions accrue 96 hours of sick leave/year.

Holidays: Full time positions (minimum 40 hours per week) accrue ten paid holidays and one floating holiday per year. Holidays include President's Day, Martin Luther King Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Independence Day, Memorial Day, Labor Day, and Veteran's Day.

Health Insurance: Positions with a minimum of 40 hours per week are eligible for medical, dental, and vision benefits.

Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions.

Retirement: Retirement Benefits are provided for full time positions.

Application Procedure

Filing Information: This recruitment will close at **5:00 p.m. on the deadline date**. Candidates must submit a resume. No postmarks or faxes will be accepted. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the City's website <http://www.maricopa-az.gov/web/job-descriptions>.

Candidates may apply via the City of Maricopa website: <http://www.maricopa-az.gov/web/jobs-portal>.

You will only be able to upload one (1) document. Please combine the following information into one (1) document:

- Cover Letter
- Resume detailing work and school history for the past seven (7) years
- Four (4) work related references (please include email addresses)
- Salary history for the past seven (7) years

Only those candidates who appear best qualified, based on the requirements listed on the front of this posting and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information on the resume/application. The City of Maricopa will NOT accept any additions, corrections or revisions to a candidate's applications after the eligibility determination has been made. Candidates will be notified of all times and dates of examinations and interviews.

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description is subject to change as the needs and requirements of the job change.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

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